

Capability Statement

August 20, 2020

NIHCATSIII Virtual Conferencing Support Capability Statement

Submitted to:



Jeff Klein
Contracting Officer's Representative
Phone: 301-402-5262
Email: NIHCATSIII@mail.nih.gov

Submitted by:



Synergy Enterprises, Inc.
8757 Georgia Avenue, Suite 1440
Silver Spring, MD 20910
Phone: 240-485-1700
Email: info@seiservices.com
www.seiservices.com
DUNS No. 131331261

INTRODUCTION AND CORPORATE CAPABILITY

Synergy Enterprises, Inc. (Synergy), a woman-owned small business, is one of the awarded contractors on the National Institutes of Health Conference, Administrative, and Travel Services III (NIHCATSIII) contract, and currently is working on a multiyear award for the National Heart, Lung, and Blood Institute (NHLBI). Synergy serves as the prime contractor for multiple federal conference and logistics contracts, including the following: the White House; the U.S. Department of Health & Human Services (National Institute on Drug Abuse [NIDA], the National Institute of Mental Health, the Centers for Medicare & Medicaid Services [CMS], and the Substance Abuse and Mental Health Services Administration); the Nuclear Regulatory Commission; and U.S. Departments of Housing and Urban Development, Homeland Security, Labor, State, Energy, Defense, and Education (ED).

Synergy is deeply committed to projects that advance public health and public education. This commitment, combined with a client-centered approach and insistence on excellence, is the foundation upon which Synergy has made its mark. We have human assets that few small businesses can match, and our success has many measures. Since 2005, the company has won more than \$120 million in competitive federal contract awards. In 2009, Synergy's chief executive officer was selected by the Small Business Administration as the Maryland Business Person of the Year.

In the ensuing years, Synergy has won 18 Blue Pencil and Gold Screen awards from the National Association of Government Communicators, and in 2010 the company was selected as one of the top five finalists for GovCon Contractor of the Year.

Synergy is built on the premise that we are successful only to the degree that our clients are successful. Therefore, our clients' goals and needs must always be our foremost consideration. As a client-oriented company, our infrastructure, management system, and procedures are all designed with client needs in mind. Synergy's facilities, equipment, and state-of-the-art communications systems enable us to respond rapidly and effectively to the requirements of contract tasks. Synergy's management control system is not a passive instrument; it is a tool for proactively addressing problems.

VIRTUAL MEETING AND WEBINAR CAPABILITIES

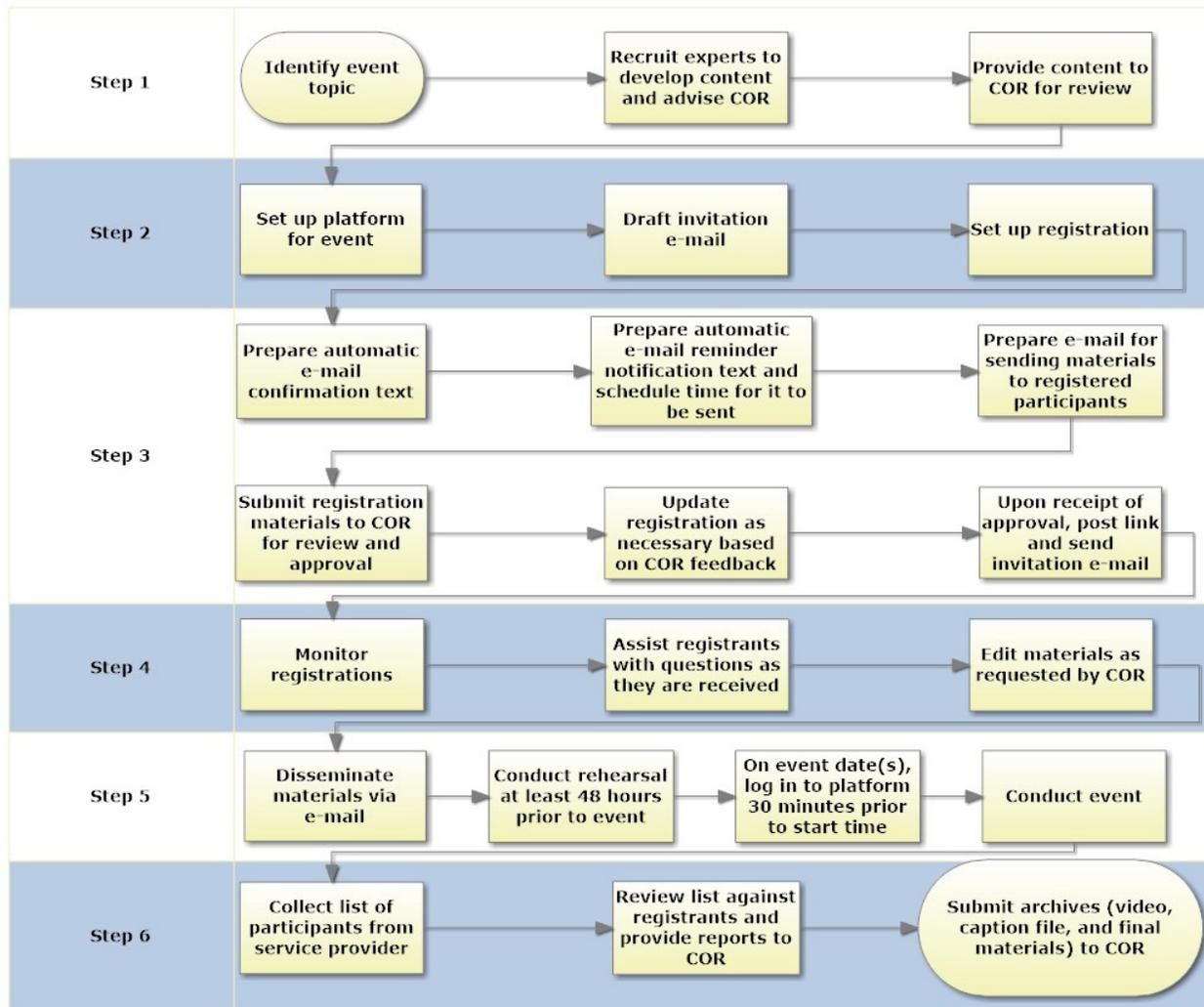
Introduction

Synergy has several options available for providing high-quality online events (webinars, webcasts, virtual meetings, etc.) to our clients. This section outlines the production capabilities and various dissemination options we commonly use.

Virtual Event Process

We have a mature process to ensure that a virtual event goes smoothly from beginning to end. Our expert staff members work closely with our clients and key stakeholders throughout the process, including identifying the appropriate structure and platform; assisting with topic identification, conceptualization, and idea creation; writing, developing, or adapting presentations for virtual events; producing the live event and working with presenters, interviewees, support staff such as captioners, and others to ensure that the event goes smoothly; and performing post-event follow-up, including thanking speakers and participants, providing Section 508-compliant event archives, and collecting feedback.

The flowchart below shows the typical process that we use when setting up and supporting a virtual meeting event. We adapt it based on client needs for each specific event.



Platforms

Synergy uses multiple platforms to provide high-quality online events. The following are examples of the platforms we typically use for events, but we can use any available platform based on a client’s needs.

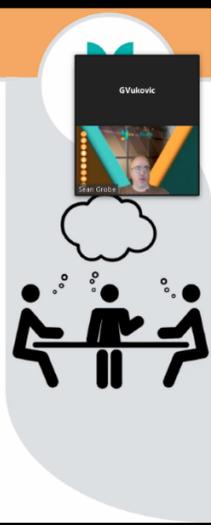
Zoom

Zoom is a Cloud-based meeting software. It can support events of up to 1,000 connections in a real-time event, allowing participants to interact directly with the presenters using phone or computer audio. Note that the maximum number of connections includes dial-in, so if users connect the video but use the telephone for audio, they use two connections. Chat and polling are built into the service, as is the ability for viewers to annotate a shared screen. Zoom also provides breakout rooms that allow viewers to interact in small groups.

Zoom has a webinar tier that allows for up to 1,000 “live” attendees (with the above features) and 10,000 viewers.

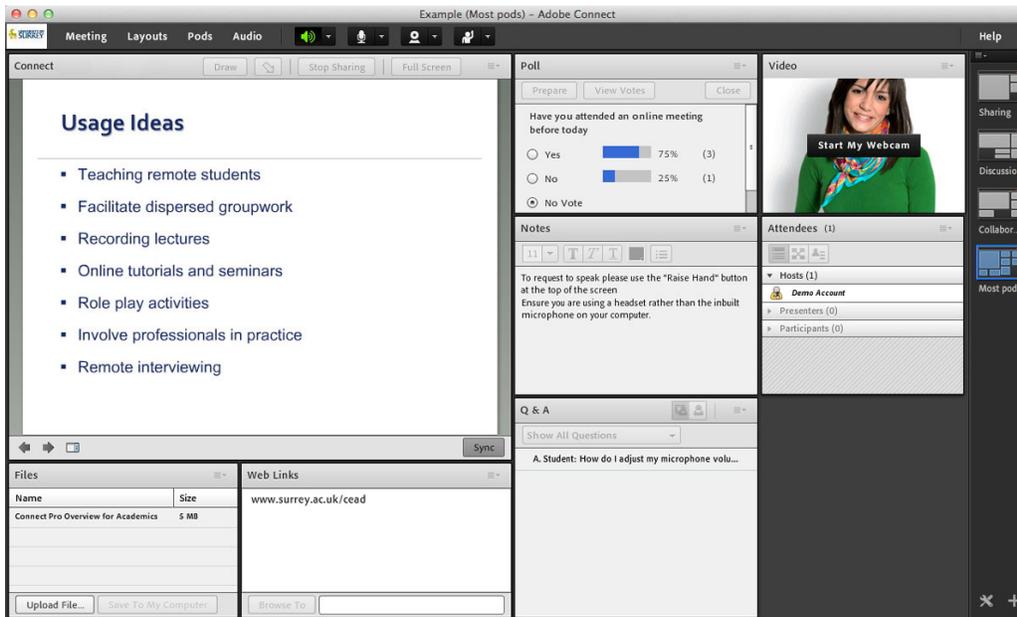
Agenda

1. Welcome and Agenda
2. Overview of Y4Y
3. Purpose of the Session
4. Demo of Prototype
5. Prototype Usability Questions
 - Enhanced navigation
 - Course interface
6. Wrap-up



Adobe Connect

Adobe Connect is an online webinar service that provides users with real-time presentation capabilities similar to Zoom. Through the use of “pods” (plug-ins provided by Adobe and other vendors), features such as polls, file download, video, and Q&A can be provided to the users. Adobe can support up to 3,000 connections.



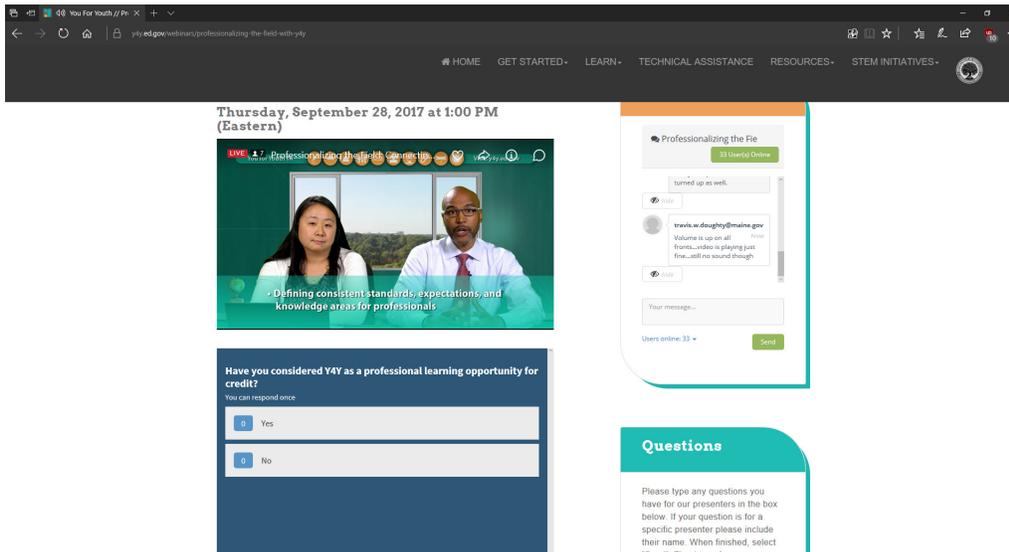
Microsoft Teams

Microsoft Teams is an online productivity communications suite that has virtual meeting capabilities similar to Zoom and Adobe Connect. It includes many of the features available in the other platforms, including polls, chat, and file-sharing capability. Teams also has a Live Events feature that allows for up to 250 “live” attendees and 10,000 viewers.



Streaming Services

Streaming services, such as YouTube Live, LiveStream, or Facebook Live, provide high-definition (HD) (1080p) and ultra-high-definition (4k) video streaming to an unlimited number of users. The video can be embedded in Web pages and can be configured to work with live text chat, polls, and Q&A. Users can access the event using tablets, cell phones, laptops, and desktop computers. There is typically a 20- to 30-second delay, which prevents immediate audio interaction between presenters and participants. There is no dial-in option for this platform. YouTube Live feeds can be embedded in websites, which allows for client-specific branding. Some services, such as Zoom and Webex, allow meetings that can be broadcast via YouTube Live to increase the reach of a presentation.



Custom Solutions

We also produce custom solutions for virtual meetings and conferences. These “conference-in-a-box” solutions utilize a custom website with relevant conference information, including a welcome message and/or video, interactive agenda, virtual exhibit/poster displays, and other important conference information. Presenters can connect to the system using multiple platforms (including but not limited to

Zoom, Webex, Skype, etc.), which is processed to provide a final event stream with high production values. Attendees connect using a Web browser, so no special software is required to participate. The branded event website can serve as a “virtual venue,” keeping participants engaged. Similar to the streaming service solution above, sessions can include a chat box, Q&A submission, polls, and resource downloads. They can support an unlimited number of participants and provide analytical information such as session attendance counts and aggregate information such as the breakdown of session attendance by type of participant (e.g., the types of breakout sessions attended by project directors).



Production Studio

To support our virtual services, Synergy has a full-service studio that provides television-quality production and 1080p HD video for live events. The studio includes the capability for chroma key compositing (green screen), which allows us to place the speakers in a variety of environments, such as a simulated studio, outdoor location, or superimposed over an infographic. We have the ability to bring in up to four remote presenters in HD, eliminating the need for all speakers to be in the same place for the event. This ability also allows us to produce panel discussions with remote panelists interacting with one another and staff members in the studio.

Our studio equipment is portable, which allows us to produce live broadcasts from client locations or conferences, as long as an Internet connection is available.

The studio is platform independent, which allows us to reach our clients' audiences through their channels rather than requiring participants to use a new method to view them.

Promotion of Virtual Events

Synergy uses multiple avenues to promote virtual events. Our staff reviews the client requirements and develops a promotion plan that reaches the intended audience in as many ways as possible. The plans can include communications methods such as email announcements (including save-the-date cards and invitations) as well as social media, including Facebook, LinkedIn, and Twitter. For example, we routinely

promote virtual engagement opportunities for practitioners and key stakeholders in the fields of school and higher education safety, security, and emergency management via ED's Readiness and Emergency Management for Schools (REMS) Technical Assistance Center Twitter profile (@remstacenter). In addition, we use Twitter and Facebook to promote several events for the National Institutes of Health's (NIH) Office of Research on Women's Health (ORWH). Listed below are several links to show our capabilities on promoting these webinars and Web chats.

We also manage the creation of graphics for use within HTML announcements that can be disseminated to the field for use on the REMS Technical Assistance Center and ORWH websites and social media channels. Synergy's team of graphic designers create brand-specific, Section 508-compliant, and culturally sensitive Web banners for posting on Twitter; JPG, GIF, and video multimedia that are used to promote events; and other icons and graphics highlighting specific event details such as chats or poll questions, and any tool and resource types that are available.

Sample Webinar and Web Chat Graphics:

<https://twitter.com/UNODC/status/1023837013311725568>
<https://twitter.com/remstacenter/status/1292868310472826880/photo/1>
<https://twitter.com/remstacenter/status/1292908576013316097/photo/1>
<https://twitter.com/remstacenter/status/1292912350736023552/photo/1>
<https://twitter.com/remstacenter/status/1292909834166140930/photo/1>

Sample Icons Created for Special Training Resources:

<https://twitter.com/remstacenter/status/1288089429106741250/photo/1>
<https://twitter.com/remstacenter/status/1285947491230404614/photo/1>

Twitter:

https://twitter.com/NIH_ORWH/status/1291022916105187328
https://twitter.com/NIH_ORWH/status/128560697775849472

Facebook:

<https://www.facebook.com/NIHORWH/photos/a.370645116294838/4843102259049079/?type=3&theater>
<https://www.facebook.com/NIHORWH/photos/a.370645116294838/4748586061834033/?type=3&theater>

VIRTUAL MEETING EXPERIENCE

Synergy has been supporting virtual events for many years now. However, due to the coronavirus disease 2019 (COVID-19) pandemic and restrictions placed on holding meetings in person, we have been supporting virtual events on a regular basis since the beginning of 2020. The following examples are virtual meetings that have taken place over the past few months.

National Institute of Arthritis and Musculoskeletal and Skin Diseases

The "Managing Chronic Pain in Individuals with Co-occurring OUD, and Other Psychiatric Conditions Workshop" was a 2-day virtual workshop that occurred on June 1–2, 2020. The workshop comprised 60 attendees over the course of 2 days, including George Koob, Ph.D., Director of the National Institute on Alcohol Abuse and Alcoholism; Robert Carter, M.D., Acting Director of the National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS); and Rebecca Baker, Ph.D., Director of the NIH Helping to End Addiction Long-termSM Initiative (NIH HEAL InitiativeSM).

For this task, Synergy created a workshop registration website where people were able to register for the workshop and the breakout session that they planned to attend. The registration website also included the workshop agenda, NIH Planning Committee information, virtual workshop information, a resource bibliography, and contact information.

Leading up to the meeting, Synergy's technical staff held multiple Zoom meetings with the client's staff to familiarize them with the Zoom platform, its functionality, and its features. The demonstrations highlighted many Zoom features, including polling, whiteboard, annotations, chats, raising hands, private chats, breakout sessions, and workshop recordings.

Synergy had office hours set up so speakers were able to join a Zoom room prior to the workshop and practice their presentations, get tips on how to set up their camera, and test their Internet and audio to ensure that the workshop went smoothly. Additionally, Synergy created a Zoom workshop handout for speakers with tips and instructions for the day of the workshop.

All participants were sent an Outlook invitation with a link to the Zoom login, links to the workshop website, and an instruction guide for Zoom best practices and tips for using the platform.

Synergy created a Run of Show that delineated how the workshop would be run. This document was used by the Synergy host, the Synergy technical support team, and the NIAMS workshop organizers to detail exactly how the workshop would operate. With this document, the host knew exactly when to load the slides, when to provide timing warnings, what to do during breaks, and when to move people into and out of breakout rooms. One day prior to the workshop, the Synergy host, the Synergy technical support team, the writers, and the NIAMS workshop organizers held a dry run to review the Run of Show and make any last-minute changes, as needed.

This Zoom workshop had three scientific writers. The lead writer was responsible for the overall workshop summary and a breakout session, while the other two writers covered the additional breakout sessions. During the breakout sessions, the writers shared their screens and took notes for each session in real time on the screen. We called this "flipchart" notes, as it mimicked a note-taker taking notes on a flipchart at an in-person workshop. After the breakout sessions, the writers met with their respective breakout chair and created a report from each breakout session to be presented at the general session. The lead writer then completed an overall workshop summary, which was then made Section 508 compliant for posting on the NIH HEAL InitiativeSM website.

On the day of the workshop, the Synergy host opened the room 1 hour prior to the session to provide speakers with another opportunity to practice. All other attendees were held in a waiting room until 15 minutes prior to the start of the workshop. Having people register and having a waiting room help eliminate the chance of the workshop being "Zoom-bombed." Just prior to the start of the workshop, the Synergy host reviewed some housekeeping notes. All participants were muted upon entry, and the host unmuted only the participants who were speaking. The Synergy host advanced the slides for the speakers. The Synergy technical staff monitored the chat room and sent questions to the session chairs. All questions for this workshop came from the chat feature. The workshop was recorded, the chats were saved, and the workshop recording was made Section 508 compliant.

National Institute on Drug Abuse

The "NIDA American Indian and Alaska Native Collaborative Research Engagement Workgroup Virtual Meeting" took place on May 27, 2020. Nora D. Volkow, M.D., NIDA Director, attended this session. This virtual workshop had 20 participants and six speakers. The overall goal of the meeting organizers for this

task was to create a virtual workshop where the participants felt comfortable sharing information in a safe space. This meeting was not recorded, and our science writer captured only the major topics; people's names and tribes were not included.

Due to the small size of this meeting, Synergy sent to the participants invitation letters and Outlook invitations that included the Zoom link, the agenda, and participants list. Synergy formatted and edited these documents. Synergy held a Zoom demonstration with the meeting organizers and the speakers to briefly review Zoom best practices and features.

This meeting included six short presentations, and the Synergy host advanced the slides. The bulk of the meeting consisted of a discussion between the participants and the meeting organizers. All participants were encouraged to be on camera and to mute and unmute themselves, as appropriate. At the conclusion of the meeting, the science writer created the meeting summary and sent it to the client for approval. The summary was for internal use only.

The "Beyond Statistical Significance: Finding Meaningful Effects Virtual Meeting" will take place September 2, 2020. This virtual meeting will take place on Zoom and be a full-day meeting. The anticipated attendance is 1,000 attendees. NIDA Director Dr. Volkow will be in attendance for the entirety of the meeting. This meeting will have 20 speakers and three breakout sessions.

For this meeting, Synergy has created a meeting registration website to include the agenda, NIH Planning Committee information, Zoom meeting instructions, and contact information. Each attendee who registered for the meeting will receive a confirmation email with the Zoom link and an Outlook invitation; an Outlook reminder will be sent to them 1 hour prior to the meeting. Much like the above-mentioned NIAMS meeting, the science writers in this meeting will use the flipchart style for the breakout sessions and will share their notes as they take them.

Prior to the meeting, Synergy has hosted several Zoom demonstrations with the NIDA program staff, and we will have office hours for the speakers a few days prior to the meeting. We will also create a Run of Show and conduct a dry run prior to the meeting.

One major concern of the NIDA staff for this meeting is Zoom-bombing. To alleviate those concerns, the meeting login will have a password, people have been asked not to share the Zoom link, all attendees will be muted upon entry (only the host can unmute them), and we will have a waiting room set up.

This meeting will be recorded and captioned to be made Section 508 compliant for posting on the Adolescent Brain Cognitive Development (ABCD) website in the future. The science writer will also complete the meeting summary, which will then be made Section 508 compliant for posting on the ABCD website.

Administration for Community Living

The Administration for Community Living (ACL) Senior Medicare Patrol Programs/State Health Insurance Assistance Programs (SMP/SHIP) National Conference was scheduled to be held in July 2020 in Bethesda, MD. In June 2020, ACL decided to move the meeting to a virtual event on Zoom Meetings, due to the COVID-19 pandemic. Synergy was able to cancel the existing venue contract without penalty. With a lead time of 5 weeks, Synergy pivoted the in-person event to be virtual. We revised the registration website with the updated information regarding the virtual event, and informed the invited

attendees of the change in plans. The in-person meeting was planned to take place over a 4-day span. We worked with ACL to revise the agenda to accommodate the virtual platform and various attendee time zones, decreasing the meeting to 3 days and shortening each day to avoid screen fatigue and an unreasonable start time for West Coast participants. The 3-day virtual event was attended by 400 people and included 10 plenary sessions, two networking/social events, and four breakouts consisting of 4–10 concurrent sessions.

We developed a Run of Show document that annotated the agenda to include various details for the virtual event, including the moderator/presenter for each session, which person would advance each presentation, when Q&A would be allowable, when to unmute presenter microphones, and staff assigned to each session. This document was updated and shared with the client on an almost daily basis to ensure that all parties were on the same page. The presentations and meeting materials were uploaded to the registration website for attendees to download. We developed written instructions for both presenters and attendees regarding the Zoom platform and provided technical assistance, as needed. Practice sessions were held with over 20 presenters to ensure that there were no technical issues during the event. All sessions were recorded, and Synergy posted the recordings to the online agenda following the meeting. Also, Synergy disseminated an evaluation and provided a detailed report of responses to ACL.

Our technical producer was an integral part of the meeting, ensuring a smooth event on the back-end, including muting/unmuting microphones, providing interactive polls, giving a quick Zoom demonstration to start the meeting, troubleshooting issues, and manually placing 400 attendees in the various breakout rooms. Additional staff members were on hand to assist with client requests and address any technical questions.

Problem and Solution:

ACL requested all presenters use their video camera during their presentations. One of the presenters did not have a video camera. Synergy mailed a Web camera to the presenter and included a prepaid return envelope. Once the presenter received the camera, we planned a call with the presenter and assisted in setting up the Web camera. The presenter was able to use video during the event and returned the Web camera without issue following the event.

National Cancer Institute

The National Cancer Institute (NCI) was planning the “Trans NCI-NIH Virtual Conference on International Perspectives on Integrative Medicine for Cancer Prevention and Cancer Patient Management,” to be held in Bethesda, MD, on October 27–28, 2020. Due to the COVID-19 pandemic, the meeting was moved to a virtual event. Synergy worked with the client to revise the agenda to be a 4-day event (4 hours/day) to accommodate the international attendance from across the world, including China, Africa, France, and Brazil. Our staff members are working closely with NCI to develop a detailed Run of Show, provide practice sessions to more than 30 presenters, develop and send detailed communications to the more than 700 attendees, and provide technical support both in advance of and during the meeting. We will also produce a virtual poster session, which will include both live and on-demand poster presentations.

“Thank you so very much for a well-executed virtual conference. When we started this journey earlier this spring, I had no idea how this was going to go. In the end, it turned out much better than I expected. We greatly appreciate all of your time, expertise, and kindness to all of us and our attendees. It’s a pleasure to work with you all, and I look forward to next year!”

—Rebecca Kinney
Acting Director, Office of Healthcare
Information and Counseling, ACL

National Health, Lung, and Blood Institute

Synergy is providing logistical support for five events hosted by NHLBI. The meetings will take place in September and October 2020 and will be 1–2 days in duration, for between 50 and 200 attendees, and will include up to four concurrent breakout sessions. Our staff members are working with NHLBI program staff to develop agendas, coordinate all technical aspects of the virtual events, provide preregistration, coordinate and host practice sessions for over 100 presenters, and develop detailed instructions for both presenters and staff. We will provide a technical producer for each event and additional staff members to assist attendees with any technical difficulties. In addition, our qualified science writers will take detailed notes and provide meeting minutes and summary reports following the meeting. For the “NHLBI Board of External Experts Meeting,” Synergy will provide four science writers to attend concurrent breakout sessions and assist the breakout moderator in developing an on-demand report following the session.

In addition to the specific virtual meetings mentioned above, the following is a chart including all the various types of virtual events Synergy has supported thus far this year. We believe that while many companies may be able to offer similar virtual platforms, Synergy’s vast, unparalleled experience sets us apart and gives us the advantage.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Health & Human Services	NHLBI Logistical Support Services	Autonomic Neural Mechanisms of Cardiopulmonary Regulation	September 2–3, 2020	Zoom	150	35	2	
U.S. Department of Health & Human Services	NHLBI Logistical Support Services	In the United States, Why Has Blood Pressure Control Declined Nationally and What Solutions Will Improve Blood Pressure Control?	October 5–6, 2020	Zoom	50	15		
U.S. Department of Health & Human Services	NHLBI Logistical Support Services	Harnessing Novel Data Sources and Technologies for the Study of Social Determinants of Health (SDOH) in Heart, Lung, Blood, and Sleep (HLBS) Disorders	September 29–30, 2020	Zoom	150	20		
U.S. Department of Health & Human Services	NHLBI Logistical Support Services	NHLBI Board of External Experts Meeting	September 15, 2020	Zoom	200	25	4	
U.S. Department of Health & Human Services	NCI Center for Global Health, Logistics, Data Analysis and Technical Support	Trans NCI-NIH Virtual Conference on International Perspectives on Integrative Medicine for Cancer Prevention and Cancer Patient Management	October 27–30, 2020	Webex	500	22		

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Health & Human Services	Logistics Support for NIDA Scientific Meetings	NIDA American Indian/Alaska Native Collaborative Research Engagement Workgroup (CREW) Meeting	May 27, 2020	Zoom	25	5	0	
U.S. Department of Health & Human Services	Logistics Support for NIDA Scientific Meetings	A Collision of Public Health Crises: The Intersecting Impact of COVID-19 and Opioids for American Indian and Alaska Native Communities Meeting	June 24, 2020	Zoom	100	22	0	
U.S. Department of Health & Human Services	Logistics Support for NIDA Scientific Meetings	Beyond Statistical Significance: Finding Meaningful Effects Virtual Meeting	September 2, 2020	Zoom	Up to 1,000	10	3	We will have 3 writers for the breakouts, who will share their screens and take notes in real time.
U.S. Department of Health & Human Services	Logistics Support for NIDA Scientific Meetings	Social Determinants of Drug Use: Establishing a Research Agenda to Inform Community and System-Level Intervention	September 9, 2020	Zoom	50–60	20	0	
U.S. Department of Health & Human Services	National Institute of Arthritis and Musculoskeletal and Skin Diseases Conference Management Services	Managing Chronic Pain in Individuals with Co-occurring OUD, and Other Psychiatric Conditions	June 1–2, 2020	Zoom	66	26	3	Had 3 writers cover the meeting. In the breakouts the writer captured the notes in real time, by sharing their screens and typing the notes real time. This was to mimic a flip chart at a in person meeting.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Health & Human Services	Logistical Services to Support the SHIP and SMP National Training Meeting	SMP/SHIP National Conference	July 21–23, 2020	Zoom	300	25	4 concurrent x 3 = 12	Networking session
U.S. Department of Health & Human Services	CMS National Training Program (NTP) Training Support	NTP Webinars	Various	Adobe Connect	Up to 1,000 people/webinar x 16	1	0	
U.S. Department of Education	Education Technical Assistance and Support Services (EDTASS) for Logistics Support and Services	IPEDS Coordinator Workshop & State Data Conference	May 4–5, 2020	Adobe Connect	110	13	4	N/A
U.S. Department of Education	21 st Century Community Learning Centers Program Summer Symposium	Nita M. Lowey 21 st CCLC Centers Grant Program Summer Symposium	July 14–16, 2020 12:00 p.m.–5:00 p.m. each day	Custom Conference -in-a-Box	2,249	156	86	Exhibit Hall with 21 groups, “reception” with CS Mott for 150 people.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	21 st Century Community Learning Centers Program Summer Symposium	Nita M. Lowey 21 st CCLC Centers Grant Program State Education Agency Coordinators Meeting	July 9, July 22, July 23, July 29, 2020, 1:30 p.m.–4 p.m. each day	Zoom	Up to 150 at each of the 4 meetings	4–6 per meeting date	0	
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #7, replaced with New Leaders Academy four-part virtual series	April 6–9, 2020, 1 p.m.–2:30 p.m. daily	Zoom	4/6 – 524 4/7 – 567 4/8 – 566 4/9 – 579	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #8, replaced with the College and Career Readiness four-part virtual series	April 27–30, 2020, 1 p.m.–2:30 p.m. daily	Zoom	4/27 – 463 4/28 – 451 4/29 – 383 4/30 – 492	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #9, replaced with the Investigating Intentional Program Design four-part virtual series	May 4–7, 2020, 1 p.m.–2:30 p.m. daily	Zoom	5/4 – 839 5/5 – 954 5/6 – 978 5/7 – 963	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #10, replaced with the Project-Based Learning four-part virtual series	May 11–14, 2020, 1 p.m.–2:30 p.m. daily	Zoom	5/11 – 1,072 5/12 – 1,093 5/13 – 1,048 5/14 – 1,053	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #11, replaced with the Literacy: An In-Depth Expedition four-part virtual series	May 18–21, 2020, 1 p.m.–2:30 p.m. daily	Zoom	5/18 – 779 5/19 – 833 5/20 – 819 5/21 – 775	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #12, replaced with the Human Resources four-part virtual series	June 15–18, 2020, 1 p.m.–2:30 p.m. daily	Zoom	6/15 – 234 6/16 – 233 6/17 – 236 6/18 – 214	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #13, replaced with the An Artfully Formed Positive Environment four-part virtual series	June 22–25, 2020, 1 p.m.–2:30 p.m. daily	Zoom	6/22 – 234 6/23 – 237 6/24 – 234 6/25 – 230	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #14, replaced with the Financial Literacy four-part virtual series	July 6–9, 2020, 1 p.m.–2:30 p.m. daily	Zoom	7/6 – 234 7/7 – 237 7/8 – 234 7/9 – 230	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #15, replaced with the Approaches to Learning four-part virtual series	July 27–30, 2020, 1 p.m.–2:30 p.m. daily	Zoom	7/27 – 201 7/28 – 196 7/29 – 185 7/30 – 178	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Next Generation Professional Learning Portal, Content Integration and Technical Assistance	On-site TA #16, replaced with the Strategic Partnerships four-part virtual series	August 3–6, 2020, 1 p.m.–2:30 p.m. daily	Zoom	8/3 – 168 8/4 – 173 8/5 – 161 8/6 – 134	Between 2 and 3 each day	0	Any materials uploaded to Discussion Board on Y4Y website, Certificates of Participation were given for each webinar, recordings of the webinars uploaded to the Y4Y website.
U.S. Department of Education	Office of State Support Task Order	Convening for SEA Foster Care Points of Contact	August 3–5, 2020	Webex and Zoom	110	30	5	4 concurrent breakout sessions; 2 Networking Sessions; Interactive agenda; pre-reading materials for each day uploaded to meeting website; Resources page on meeting website

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	Office of State Support Task Order	2020 Competitive Grants for State Assessments Program Peer Review	July 21, 22, 28, 31, 2020	Adobe Connect	12	N/A	N/A	We conducted a total of 8 panel review webinars for 3 panels with 4 reviewers each. One panel met twice, and the other two panels met 3 times.
U.S. Department of Education	Office of State Support Task Order	2020 Competitive Grants for State Assessments Program Peer Review – Applicant Webinar	May 12, 2020	Adobe Connect	41	2	N/A	
U.S. Department of Education	Office of State Support Task Order	2020 Competitive Grants for State Assessments Program Peer Review – Reviewer Orientation Webinar	July 7, 2020	Adobe Connect	24	4	N/A	
U.S. Department of Education	Office of State Support Task Order	2020 State Academic Assessment Peer Review	August 11–14, 2020 August 17–20, 2020 August 26–28, 2020	Adobe Connect	20	N/A	N/A	5 review panels with 4 reviewers each; each panel meeting over 2 days.

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	Data Reporting and Technical Assistance for Striving Readers Comprehensive Literacy (SRCL) Data Reporting and Technical Assistance for Comprehensive Literacy State Development (CLSD)	Striving Readers Comprehensive Literacy (SRCL) and Comprehensive Literacy State Development (CLSD) Programs National Convening	March 17–19, 2020	Zoom	90	3	20	Meeting was converted from in-person to virtual in 7 days.
U.S. Department of Education	Data Reporting and Technical Assistance for Striving Readers Comprehensive Literacy (SRCL) Data Reporting and Technical Assistance for Comprehensive Literacy State Development (CLSD)	SRCL and CLSD July Topical Meeting – “Building and Sustaining SRCL and CLSD Project Impact Through Continuous Improvement”	July 30, 2020	Zoom	43	None	25	

Agency	Contract Name	Meeting Name	Date Held	Virtual Platform Used	Number of People in Attendance	Number of Speakers	Number of Breakouts	Special Activities
U.S. Department of Education	Data Reporting and Technical Assistance for Striving Readers Comprehensive Literacy (SRCL) Data Reporting and Technical Assistance for Comprehensive Literacy State Development (CLSD)	SRCL and CLSD August Topical Meeting – “Promoting Strong Professional Learning”	August 18, 2020	Zoom	Approximately 40	None	15	